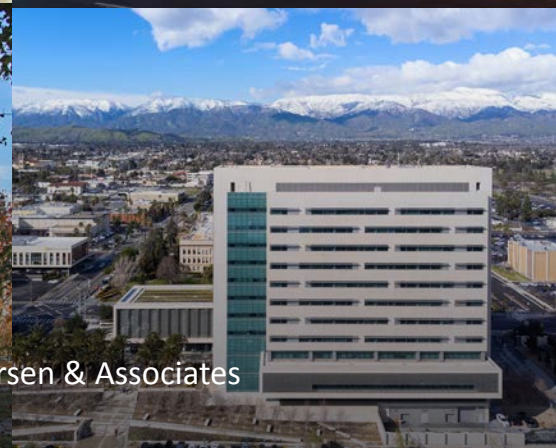
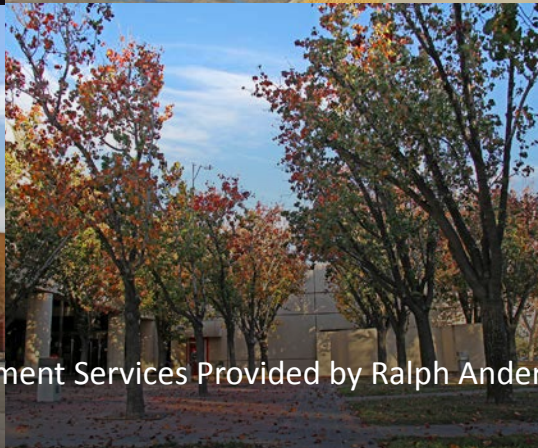




**SUPERIOR COURT OF CALIFORNIA
COUNTY OF SAN BERNARDINO**

invites your interest in the position of

COMMUNICATIONS & PUBLIC INFORMATION OFFICER



Recruitment Services Provided by Ralph Andersen & Associates

Outstanding Career Opportunity

The San Bernardino Superior Court is conducting an extensive search for an exceptional and innovative leader to serve as its Communications & Public Information Officer (PIO). The PIO will be responsible for developing and implementing the Court's media relations, public affairs and communication programs and serves a critical role in keeping judicial officers, executives, managers, the public and other internal and external stakeholders informed on the Court's programs, events, and initiatives.



The Region

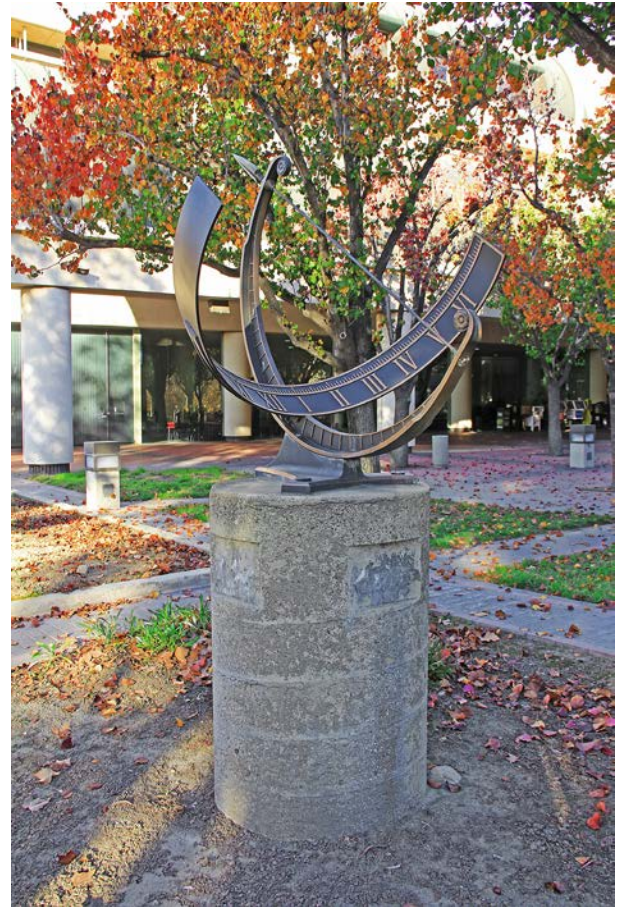
The San Bernardino Superior Court (SBSC) is located in San Bernardino County. San Bernardino County (County), frequently referred to as the **"Inland Empire"**, is in beautiful Southern California and is one of the fastest growing areas in the country. The County encompasses over 20,000 miles of diverse geography and climate and serves a population of more than 2 million. It has three distinct geographical areas: **desert, valley, and mountains**. Each geographical area is home to one or more court districts.



The Region *continued*

The County provides access to a variety of community resources, major businesses, and generous shopping opportunities, as well as cultural activities and quality education through its museums, theaters, and excellent schools. There are mountain and desert resorts, oak trees, pine trees, and palm trees – all in your backyard. The region provides superb outdoor recreational settings for skiing, hiking, biking, camping, and golfing, and includes Lake Arrowhead, Big Bear, and Joshua Tree National Monument. For sports enthusiasts, the area is also home to three baseball teams.

Numerous colleges and universities, including Loma Linda University, California State University at San Bernardino, and the University of Redlands, provide residents with outstanding opportunities for education. In addition, many of Southern California's major attractions, beaches, and an international airport, are within close proximity – all this and affordable housing!



The Organization

The San Bernardino Superior Court, which is led by Court Executive Officer Anabel Z. Romero, serves the largest geographic county in the contiguous United States – reaching south of the San Bernardino Mountains to the Nevada border and the Colorado River, encompassing 24 cities and 104 unincorporated communities.

The Fiscal Year (FY) 2023-24 Budget is \$214 million and is supported by approximately 1,200 employees who serve the needs of the court and community by providing operational, administrative, and clerical support. This year's share of state funding marks the first time that the Court has been funded at 95% of its workload need and allows for the necessary resources to allow SBSC to continue to invest in innovation, renovation, strengthen its infrastructure to improve service delivery, and modernize business processes.

San Bernardino Superior Court has 85 judges and 18 commissioners who hear proceedings in the following 12 court facilities:

- Barstow
- Big Bear
- Fontana
- Needles
- Joshua Tree
- Rancho Cucamonga
- Victorville
- 4 downtown San Bernardino locations
- Arrowhead Regional Medical Center Courtroom



The Position

Under general direction from judicial and executive leadership, the Communications & Public Information Officer (PIO) plans, organizes and administers comprehensive internal and external communications for the San Bernardino Superior Court. The PIO is responsible for managing and directing the development, implementation and evaluation of the communications and public information programs for the Court. This position directs digital and social media strategies, policies related to communication and information sharing, supports continuity and ease of access to information on the Court's website, coordinates community outreach, and provides professional assistance and guidance to judicial officers, executives, managers, and other court staff related to internal communication, civics education, public affairs, and media relations.

The PIO, overseeing a Communications Analyst and a Communications Intern, is required to formulate strategic communication plans to promote consistent, effective, and relevant information sharing. The incumbent is required to collaborate frequently with internal and external stakeholders, using excellent judgment and open communications to promote trust and confidence.



The Position *continued*

Key responsibilities include:

- Facilitates court communications to make it accessible to all audiences internal and external. Plans, prepares, and distributes various communication to the media, employees, and the public; and serves as a liaison with the Judicial Council of California with respect to public information and communications program activities and issues.
- Assists with coordinating and scheduling interviews, appearances, and special events with the media for court executives and judicial officers.
- Develops content strategies and program recommendations relating to community outreach and civic education relating to the role of the court in the community.
- Responds to media, public and interagency inquiries as needed; prepares press releases, public service announcements, articles, bulletins, reports, brochures, videos and other media for public dissemination and outreach; assists in planning and coordinating events; and provides information on court services, events, and newsworthy incidents.
- May lead or chair various committees and/or committee-driven initiatives, and develops and maintains effective and collaborative working relationships with various internal committees, judicial and executive leadership, divisions of the court, community stakeholders, legislators, and other government agencies.
- Designs and distributes a wide range of internal and external information leveraging technology, social media, and best practices to achieve desired communication outcomes; coordinates the Court's media relations, public website, and social media programs; develops content and executes regular updates of various outlets and sites.
- Responds to, reports on, and formulates policy and procedures for public record and information requests; provides daily responses to the numerous inquiries received from judges, staff, news media, lawyers, and the public; arranges for and provides tours, events, and presentations.
- Defines, develops, and manages the creative direction, brand, tone, and voice of communication pieces, ensuring alignment with the Court's strategic plan and values.
- Provides day-to-day leadership and works with staff to ensure a high performing, customer service-oriented work environment which supports the court's mission, objectives and values regarding teamwork, mutual trust, and respect.

The Ideal Candidate

The ideal candidate will be an energetic, self-starter with a positive attitude who can enhance San Bernardino Superior Court's communication efforts, elevate its brand, and tell its stories to a variety of audiences. This highly skilled PIO will guide and implement the strategy for all communications, website, public relations, and social media to consistently articulate San Bernardino Superior Court's mission, vision, goals, and objectives. The PIO will also develop and oversee authentic, persuasive, compelling and inspiring content for all external and internal communications, crafting compelling copy across all San Bernardino Superior Court communication platforms. The PIO will be excited about developing and implementing plans to engage target audiences and identify opportunities to increase accessibility to spread the message about the Court's services, programs, activities, and events.

Top candidates will have the ability to build a strong, cohesive, and capable team, have excellent organization skills and be adaptable when faced with conflicting and changing priorities. The successful candidate will be able to build and sustain cooperative relationships and work collaboratively with judicial and executive leadership, managers, community stakeholders, legislators, and other government agencies, being attentive and aware of the perspectives of various internal and external stakeholders. The ideal candidate will also have a proven track record of success, as well as excellent written and verbal communication skills.

Personal traits and characteristics:

- An experienced professional with strong communication, public relations, and media relations skills.
- Confident and engaging role model with outstanding interpersonal and leadership skills with a passion for incorporating best practices.
- A problem-solver who can be relied upon to for high-quality results and who displays a high degree of personable accountability.
- A strategic and forward-thinking manager who is comfortable making public presentations and can establish effective communication and outreach protocols.
- An adaptive leader who is able to establish an effective organizational structure that is highly responsive to its stakeholders and best supports current and future business needs.
- A leadership style that fosters a visible and authentic commitment to equity and makes diversity and inclusion in the workplace a priority.



Qualifying Education and Experience

Education: A Bachelor's degree from an accredited college or university with a major in English, journalism, business/public administration, marketing, public relations, communications, or closely related field. A Master's degree is desirable but not required. An advanced degree may substitute for one year of experience.

Experience: Three (3) years of full-time experience in developing and administering a comprehensive public relations or communications program, which included the dissemination of information to internal and/or external audiences through various communications media.

Compensation and Benefits

Effective late October 2023, the annual salary range for the Communications & Public Information Officer position is **\$109,513 to \$140,035**. The starting salary will be based upon qualifications and experience. It should be noted that this position has also been approved for a 3% cost of living adjustment (COLA) effective October 2024.

San Bernardino Superior Court offers a competitive benefits program, which will include:

- **Retirement:** San Bernardino County Employees' Retirement Association (SBCERA) options include Tier 1 (hired prior to 1/1/13 or those who are eligible and establish reciprocity for service prior to 1/1/13) pay a percentage of earnable compensation based upon their entry age (General plan 2% at age 55) or Tier 2 (hired on or after 1/1/13) pay a uniform percentage of pensionable compensation, regardless of age (General plan 2.5% at age 67). Current contribution rates can be accessed [here](#). General information pertaining to SBCERA may be found [here](#).

Compensation and Benefits *continued*

- **Deferred Compensation:** Employees are eligible to participate in a 401(k) and 457(b) Plan.
- **401(k):** Optional pre-tax plan that includes a match not to exceed 4% of employee biweekly salary.
- **457(b):** Optional pre or post tax investment of a percentage of their salary, or a flat dollar amount. There is no employer match.
- **Flex Spending Allowance (Healthcare):** Employee can contribute a minimum of \$5 per pay period/up to annual maximum of \$3,050. The Court contributes a dollar for dollar match up to \$20 per pay period/annual maximum of \$500.
- **Cell Phone Allowance:** \$55 per pay period.
- **Tuition Reimbursement:** Up to \$1500 annually.
- **Health and Fitness Club Reimbursement:** Up to \$324 annually.
- **Benefit Plan Section 125:** The Court provides \$200 per pay period to help employees pay for out-of-pocket health expenses.
- **Administrative Leave:** Eighty (80) hours per calendar year. Cash out option is available for any unused leave.
- **Medical:** The Court offers a variety of comprehensive health plan options to fit individual employee needs and contributes up to 59% of lowest cost HMO plan based on level of coverage.
- **Dental:** Provides 100% of the employee only DPPO plan.
- **Vision:** Court paid plan for employee and eligible dependents.
- **Short-Term Disability:** Court paid benefit of up to 60% of monthly salary not to exceed \$10,000 per month.
- **Long-Term Disability:** Court-paid benefit that provides partial income replacement in the event that an employee is unable to work due to a non-work-related disability.
- **Life Insurance:** Court-paid basic life insurance benefit of \$100,000. Additional supplemental life and AD&D insurance benefits may be purchased voluntarily.
- **Retirement Medical Trust:** This plan assists with the cost of post-retirement health care expenses. Must have 10 or more years participation in SBCERA; Court contributes 0.5% of employee biweekly salary to trust. At retirement, % of unused sick leave has cash value to be contributed to the trust.
- **Vacation:** 0 through 8,320 service hours = 80 hours; 8,320-18,720 service hours = 120 hours; over 18,720 service hours = 200 hours. Annual accrual cap of 400 hours.
- **Sick Leave:** Employees accrue 3.69 hours per pay period; approximately 12 days per year.
- **Court Holidays:** Fourteen (14) paid holidays per year.
- **Voluntary Time Off (VTO):** up to 120 hours per year.
- **Flexible Work Schedule:** 9/80 work schedule, remote work options may be available.
- **Employee Assistance Program (EAP):** A robust program provided at no cost to the employee or their family and friends.

Application and Selection Process

This is a confidential recruitment and will be handled accordingly throughout the various stages of the process.

Interested candidates are requested to submit a cover letter and a comprehensive resume via email to apply@ralphandersen.com prior to **Monday, November 13, 2023**. Important to note, candidates are strongly encouraged to apply early in the process as this position may close earlier once a sufficient pool of highly qualified applicants are received. References will not be required with submittal and will be requested once mutual interest has been established.

Only the most qualified candidates will be invited to an initial screening (via video) conducted by Ralph Andersen & Associates. Top contenders will be advanced to a Panel Interview (via video) early December. In-person interviews will be held for a select group of finalist candidates.

Candidates should be prepared to undergo a detailed background and reference check as part of the final steps in a comprehensive evaluation and selection process.

Any specific questions should be directed to Ms. Heather Renschler or Ms. Serena Wright-Black at 916-630-4900 or alternatively, a specific request for a confidential discussion should be directed to scheduling@ralphandersen.com.



San Bernardino Superior Court is an equal opportunity employer and will provide reasonable accommodations to all applicants who are qualified individuals under the ADA.

www.sb-court.org